

## CONFIDENTIALITY

1203

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In compliance with the Information Practices Act of 1977, all records pertaining to an employee's participation in the EAP are confidential and remain separate from departmental personnel files. All contacts with the EAP remain confidential, assuring that promotional opportunities or seniority status are not jeopardized as the result of an employee's participation in the program.

The EAP coordinator or counselor will not divulge information obtained in an official capacity except:

- With the written consent of the employee;
- Through court subpoena;
- In instances of child abuse. In compliance with California Penal Code, Article 2.5, the EAP Coordinator or counselor **must** inform law enforcement authorities or Child Protective Services of instances of child abuse, **whether actual or threatened**; and
- If an employee informs EAP staff that he or she has or will definitely harm himself/herself or another, the EAP may elect to inform law enforcement authorities or the local county mental health services.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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